

# JOB BRIEF - FOREPERSON



## POSITION: FOREPERSON

Tomkins Commercial & Industrial Builders Pty Ltd  
Brisbane, Gold Coast & Sunshine Coast  
Full time

## ABOUT US:

Tomkins Commercial and Industrial Builders is a family owned and operated construction company that has been delivering quality building solutions across the industry for over 70 years. We design and construct a wide variety of residential, commercial, industrial, and retail projects including special heritage ventures to each client's unique specifications.

With relationships at the core of our business, great people remain the key to our success. At Tomkins, we support our people to grow, learn, develop their skills, and reach their potential. Our strategy is to focus on creating a diverse and inclusive environment and to focus on creating a safe work environment where our people feel strongly connected to our values and objectives. Tomkins is committed to providing a work environment in which everyone is treated fairly and with respect.

We have an exciting opportunity available for a Foreperson to join our team – if you think you've got what it takes to join #TeamTomkins, [click to apply now](#).

## MAIN RESPONSIBILITIES:

- Subcontractor and labour hire Management
- In conjunction with the Site Manager, plan and review overall status of projects on an ongoing basis
- Ensure all site resource (labour, machinery, materials, subcontractors etc.) are effectively utilised and monitored in order to achieve timely completion of projects and identify and address any shortfalls with the appropriate persons
- Monitor all works against specifications to ensure the continuing quality and accuracy of work performed
- Assist the Project Manager and/or Site Manager to prepare the Construction Management Plan, Health and Safety Management Plan, Environmental Management Plan and Quality Management Plan.
- Identify and manage defects or variations and issue Non-Conformance.
- Follow policies and procedures and carry out work safely and efficiently to protect people and the environment from harm
- Management of Quality Assurance, Health & Safety and Environmental project requirements.

## WE ARE LOOKING FOR SOMEONE WHO HAS:

- Minimum of 5 years' experience in the construction industry
- Current QBCC Supervisors Licence
- Experience with varying construction types and construction methodologies
- Confidence in ability to manage subcontractors and suppliers to achieve project outcomes
- Excellent communication and interpersonal skills (both written and verbal)
- Understanding and adherence to project budgets
- Monitoring productivity and programs
- Monitor workmanship and identify and manage defects and rectification
- Implement and monitor project specific Occupational Health and Safety including, SWMS, Quality Management Plans and Environmental Management Plans
- Experience in certified AS/NZ 9001:2008 Quality Management systems, AS/N25 14001:2004 Environmental Management Systems and AS/NZs ISO 45001:2018 Occupational Health and Safety Management Systems
- Computer skills an advantage.

*Building is more than  
a contract — it's a relationship.*

info@tomkinscommercial.com.au | tomkinscommercial.com.au | 07 3267 0694

QBCC Licence No. 61959 | NSW Licence No. 237383C | ABN 98 061 732 778 | ACN 061 732 778

BRISBANE HEAD OFFICE  
11 Ashtan Place  
Banyo QLD 4014

SUNSHINE COAST OFFICE  
Unit 4, 21–23 First Avenue  
Maroochydore QLD 4558

GOLD COAST OFFICE  
Ground Level, 72 Nerang Street  
Southport QLD 4215

SYDNEY OFFICE  
184 Bourke Road  
Alexandria NSW 2015



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## WHAT WE OFFER:

- Competitive remuneration package
- Uniform and PPE
- Employee Assistance Program – available free to all employees and immediate family members
- Opportunity to be part of well-established and growing company
- Ongoing career and development opportunities
- Secure, permanent role.

This is a rare opportunity to join a company who will provide security, a great culture and opportunities for progression. If you're interested in this role, DON'T DELAY – APPLY NOW!

**APPLY NOW**

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